



VIDEO SERVICES PRODUCTION REQUEST



All York County Government and York County School Division offices, departments, agencies, governing bodies, boards and commissions are eligible to submit to Video Services requests for programs, public announcements for cablecast or internal use, and/or requests for program production services. Other individuals or groups are not eligible unless sponsored by an eligible user.

Requests from County Government groups should be forwarded to the Public Information Office for approval. School-related requests should be forwarded to the school's Communications Coordinator for approval.

Requesting Agency/School:

Date:

Purpose of program:

Target audience:

General Outline of program:

Length of program:

Proposed title:

Contact person:

Proposed completion date:

Is grant funding available:

Principal/Director Signature: _____

Approved: _____
Public Information Office/Communications Coordinator Date

Received: _____
Video Services Manager Date